



## County Executive Office

### Memorandum

January 8, 2018

To: All County Employees

From: Frank Kim, County Executive Officer

A handwritten signature in blue ink that appears to read "Frank".

Subject: County of Orange 2018 Cybersecurity Awareness Training (CSAT) Program

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In 2017 the world saw a dramatic increase in cyber threats. Cyber criminals, hacktivists and nation states have demonstrated increased ingenuity in the development of new attack methods and malware. We have seen large thefts of personal information from the Equifax breach and attempts to destabilize western democracies through the cyber-attack activities of other nation states. As County employees we are responsible for safeguarding tremendous amounts of information and critical infrastructure that support the critical services we provide to the residents of Orange County. The County of Orange takes cyber threats seriously and is constantly improving our cybersecurity posture in order to safeguard our residents' and our employees' private information by protecting our information technology systems. Our employees represent the first and last lines of our cyber defenses.

Once again, we will be launching the annual online Cybersecurity Awareness Training (CSAT). CSAT is mandatory and must be completed on an annual basis by all employees and anyone who accesses County-provided information systems and mobile devices. The training course will take approximately one (1) hour to complete and may be completed in more than one sitting. Upon completion of this mandatory training, employees will review and acknowledge the County IT Usage Policy.

For employees who completed training last year, reminder notifications will be email to you on the first day of the month in which your 2017 annual CSAT was completed. You will receive an email from Enterprise Privacy and Cybersecurity ([securityadmin@ocgov.info](mailto:securityadmin@ocgov.info)) with a link to your training dashboard. If you forgot your password, you can reset it at the login page. You will have 30 days from time of notification to complete the 2018 annual CSAT.

New hires starting after January 19, 2018 will be required to complete CSAT within 30 days from their employment start date. All other employees will receive an initial email from the County of Orange Cybersecurity Awareness Training Program (system@litmos.com) providing login instructions and will be required to complete the 2018 annual CSAT by close of business on Thursday, April 19, 2018.

Each module focuses on a specific cybersecurity topic and requires you to pass a final assessment in order to complete the training. On the front flash screen, each module name should have a checkmark next to the item before the "Assessment" section will become clickable. To finish training, you must take the assessment and download your PDF certificate. If at any time you need to stop the training, simply logout, and your progress will automatically be saved. You can pick up the training at any time by logging in and going back into the Cybersecurity Awareness Training course.

Following completion of the training course, you may print or download the certificate of completion for your records and/or should management require a copy. The enrollment date for CSAT will serve as the anniversary date for both CSAT and acknowledgement of the County IT Usage Policy.

If you previously completed the SANS Institute Securing Human training as part of the Orange County Information Technology (OCIT) CSAT pilot in 2016, you will now be required to complete the new CSAT this year (2018).

For more information, please refer to the attached FAQ or contact the OCIT Enterprise Security Team at [SecurityAdmin@ceoit.ocgov.com](mailto:SecurityAdmin@ceoit.ocgov.com) or the OCIT Cybersecurity website - <https://ocgov.sharepoint.com/Collab/SvcAreas/cyber/Pages/default.aspx>.

Attachment:

CSAT Frequently Asked Questions